

REQUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. C-5
PAGE NO. 1

1. Requesting Agency MONTGOMERY COUNTY DEPARTMENT OF FINANCE	2. Division or Bureau of Requesting Agency DIVISION OF REVENUE AND DISBURSEMENT
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3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☒ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p>TAX COLLECTION DOCKET</p> <p>This unnumbered form (12" x 15") is a pre-listed IBM form prepared in original each levy year. Information listed on this form is obtained from tax receipts. The dockets are maintained in post-binders (Tax Collection Books) and are filed by Election District and sub-division and alphabetically therein. (Information contained in the dockets is the official record of tax receipts.) The present accumulation in the office area for the current year is 16 linear feet (25$\frac{1}{2}$ cubic feet). The accumulation for the years 1949-1952 occupies 50 linear feet (80 cubic feet) - a total of 109$\frac{1}{2}$ cubic feet. The annual rate of accumulation is 19 cubic feet. There is an additional accumulation of 591 Tax Collection Books stored in the old Courthouse for the period prior to 1948.</p> <p>In 1943 the tax laws were revised to provide that all delinquent tax properties must be sold on the second Monday of April following the close of each tax year. Owners may redeem property sold up to one year and a day after the sale. If not redeemed, purchaser must foreclose within the following twelve months or property reverts to the original owner tax clear. There still remains in the tax sales records some properties sold prior to 1943 enactment which have not been redeemed. The docket, therefore, is necessary for the period covering the entire delinquent tax transactions.</p> <p>Prior to 1943, the dockets do not come within the purview of this law and are therefore of current reference value for title search to determine property clearance of back tax.</p> <p>RECOMMENDATION: MICROFILM AND DESTROY ORIGINALS.</p> <p>A. RETAIN RECORD FOR THE YEARS 1943 AND PRIOR, PERMANENTLY. B. RETAIN RECORD AFTER 1943 FOR TWENTY YEARS. (RETAIN RECORDS IN ORIGINAL FORM FOR THREE YEARS)</p>	<p><i>Approved Hall of Records Commission</i></p>

7. Agency, Division or Bureau Representative

Alex K. Hancock, Director of Finance
Signature Title

APR 6 1954
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Maurice S. Radloff

APR 13 1954

Date

Secretary

J. Melus